CITY OF CARLSBAD
CLASS SPECIFICATION

POSITION: **SENIOR DATABASE ADMINISTRATOR**

DEPARTMENT: **INFORMATION TECHNOLOGY**

Distinguishing Features and Summary Description:

Under general direction of the Information Technology Manager, the Senior Database Administrator is responsible to design, develop and maintain the City's databases hosted on database servers that serve applications across the enterprise. The Senior Database Administrator may supervise and/or lead the work of others. The Senior Database Administrator has significant discretion and may supervise the work of others.

Essential Duties and Responsibilities: The following duties are typical for this position. Incumbents may perform some but not all of the listed duties and/or may be required to perform additional duties from those listed below to meet the City's business needs and changing operating practices. Other duties may be required and assigned.

Participates in the Information Technology Department's strategic planning processes.

Designs, develops and maintains City databases hosted on various database servers that serve applications across all departments.

Troubleshoots database performance problems and provides solutions based on analysis and research using knowledge of operating systems, relational databases and database technologies.

Designs, develops and maintains a data warehouse that serves as a central repository of data from disparate data sources across the City.

Designs and develops reporting and data analysis solutions based on the data warehouse using industry standards and methodologies.

Provides technical input to management regarding proposed applications that would utilize the database

Performs, maintains and ensures database backups, restores, security, and data corruption/correction.

Monitors performance and database connectivity issues.

Stays abreast of current and emerging technologies related to areas of expertise.

Applies latest service packs and patches.

Monitors space issues and performs housekeeping of database.

Develops assigned areas of technology roadmap(s).

Determines database specific configurations and architecture.

Obtains quotes and bids and performs request for proposals; identifies vendors and/or software and/or tools associated with database or data warehouse solutions.

Creates, analyzes and troubleshoots complex queries.

Leads and participates in project management including scheduling and prioritizing resources.

Supervises, schedules and evaluates direct reports and other staff assigned during various projects.

KNOWLEDGE AND ABILITIES

- Knowledge of database administration using MS SQL Server
- Strong database development skills using MS SQL Server
- Knowledge of database warehousing and business intelligence
- Knowledge of trends and developments in database technologies, operating systems and application development
- Knowledge of project management practices
- Knowledge of programming or shell scripting
- Knowledge of production support experience utilizing effective communication, troubleshooting skills
- Knowledge of business intelligence services for analytics, reporting and data transformation
- Ability to develop applications using .NET
- Ability to establish relational data modeling
- Ability to manage multiple projects simultaneously
- Ability to write reports
- Ability to work well in teams

EXPERIENCE AND EDUCATION

Bachelors degree in Information Technology, Management Information Systems, Computer Science or related field from an accredited college or university.

Minimum of five to seven years with database administration and three years in database warehousing; minimum of three years experience with SQL.

ESSENTIAL FUNCTIONS
The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Language Ability:

- Requires ability to compare, count, differentiate, measure, measure and/or sort, assemble, copy, record and transcribe data and information. Must be able to classify, compute, tabulate, and categorize data.
- Must be able to advise and provide interpretation to others on how to apply policies, procedures, and standards to specific situations.
- Needs to be able to use a variety of descriptive data and information such as: a variety of plans; resolutions; maps; reports: computer software operating manuals; procedures; guidelines; and routine correspondence.
- Must be able to communicate orally and in writing, clearly and concisely and in a non-technical manner with City personnel at all levels; consultants; vendors; and the general public.
- Needs the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Must be able to write reports, business correspondence, and procedure manuals. Needs to effectively present information and respond to questions from groups of managers, clients, and the general public.

Mathematical Ability: Knows how to apply mathematics, including basic algebraic, plane geometric and trigonometric formulas. Must be able to demonstrate ability to calculate percentages, fractions, decimals, volumes, ratios, and spatial relationships. Needs to be able to interpret basic, descriptive statistical reports.

Judgment and Situational Reasoning Ability: Must be able to use functional reasoning and apply rational judgment when performing diversified work activities. Needs to be able to analyze data and information using established criteria in order to determine consequences and identify and select alternatives.

Physical Requirements:

- Needs to be able to operate equipment with some requiring rapid adjustments such as a computer keyboard and terminal, digitizer, plotter, printers, photocopier, calculator. Must be able to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use. Needs to be able to recognize and identify degrees of similarities or differences between characteristics of colors, textures, and forms associated with job-related objects, materials, and tasks.

- Must be able to remain seated for prolonged periods of time as tasks may involve extended periods of time at a keyboard or workstation. Needs to be able to perform downward and upward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.   Job entails occasional walking, standing, bending, stooping, climbing, reaching at and above shoulders, and twisting at the waist. On an infrequent basis, the incumbent must be able to squat and kneel.
- Overtime and attending meetings outside regular work hours may be required. Work environment is professional and team oriented.
- There is some repetitiveness in program coding, a need for extreme accuracy and attention to detail. Additionally, there is a need to be able to shift attention before tasks are completed to be able to balance user demands, telephone and other interruptions.
- Must be able to drive and maintain a California Class C Driver's license or ability to arrange transportation for fieldwork or visits to other City facilities when necessary.

This classification specification does not constitute an employment agreement between the employer and employee and is subject to change by the City and the needs of the City and requirements of the job change.

The City of Carlsbad is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both current and prospective employees to discuss potential accommodations with the employer.

DATE APPROVED: August 2008